

**1ST Special Emphasis Program
Diversity Advisory Committee Meeting
October 26, 2004
Meeting Minutes**

Special Emphasis Program Diversity Advisory Committee held the first meeting on Tuesday, October 26, 2004, from 1:00 PM to 3:00 pm at Bldg 383, Room 116.

Present: Frank Baca, Office of the Director
Yolanda Girón, EEO and Diversity Office
Rosa Benavidez, Human Resources Department
Maggie Wood, Sandia Site Office
Tom Gutierrez, Headquarters Office of Strategic Planning and Analysis
Patricia Parrish, Alternate BEP Manager (for Michelle Mallory,
Black Employment Program Manager, Human Resources Department)
Sheila Rednose, American Indian Program Manager, Facilities Engineer Division
Mike Perez, Committee for People with Disabilities Program Manager,
Management Support Systems Department
Harish Sharma, Asian Pacific American Program Manager, Program
Integration Office
Andy Sandoval, Hispanic Employment Program Manager, Technical
Security Division
Angela Maes, Federal Women's Program Manager, Headquarters Office
of Secure Transportation
Dennis Umshler, Older Workers Program Manager, Classification in
Controlled Information Division
Ashok Kapoor, APAP Member

Absent: Mike J. Zamorski, Senior Diversity Champion Program
Tena Chavez, Headquarters Office of Secure Transportation
Pat Higgins, Headquarters Office of Strategic Planning and Analysis
Keith Smithson, Gay & Lesbian Program Manager, NA-122.3

Recorder: Nancy Hogan

Introduction: Karen discussed the importance of building an integrated organization, “get back to being a family taking care of one another”. Sees this group as an opportunity to work together to provide advice and counseling, reaching out to the community. This is the 1st time in a long time that we are able to hire from the outside; we will be able to get a diverse background. We had approximately 60 people move from Oakland and Nevada and we have hired 30-40 from the outside. She emphasized that this is our opportunity to be creative and think openly in implementing our local Diversity Charter.

Frank sees the department as one team. We have a rare opportunity to work as an entity, as a family. Put old business behind us. Think of our diversity goals to work as a team. In working with Maryann Fresco on the NNSA Diversity Charter we should not work against one another but together. We can feed into the NNSA Charter. This group can make this happen. Frank did suggest that we meet monthly instead of quarterly.

Rosa Benavidez made the commitment that HRD would be involved and attend the meetings and in her absence she will send a representative.

The group did suggest that they would like Veronica/Rosa to meet with committee regarding succession planning for coop/hiring.

Copies of the SEP Diversity Advisory Committee Charter, which was signed by Karen Boardman on April 28, 2004 and the NNSA Diversity Council Charter, which was signed by Linton Brooks and Mary Ann Fresco in August 2004 were provided to the members.

Yolanda had a discussion of whether or not EEO should be appointed as the Executive Secretary because of previous discussions with the SEPs that the SEPs wanted to have a more active role in the committee. The group stated they want the EEO Office involved. Elections took place and the following officers were nominated and accepted.

A. Election of Officers:

Frank Baca, Office of the Director - Chairperson
Maggie Wood, Sandia Site Office, Vice Chairperson
Yolanda Giron, EEO and Diversity Office

B. Working Group #1 "Constitutions and Bylaws":

Dennis Umshler - Chair
Angela Maes – Committee Member

C. Working Group #2: Develop the FY-05 Operational Plan

The 8 Special Emphasis Program Managers: 1) Mike Perez – Committee for People w/Disabilities will be the Chair of Working Group #2; 2) Sheila Rednose, American Indian Program; 3) Harish Sharma, Asian Pacific American Program; 4) Michelle Mallory, Black Employment Program; 5) Angela Maes, Federal Women's Program; 6) Andy Sandoval, Hispanic Employment Program; 7) Dennis Umshler; 8) Keith Smithson, Gay & Lesbian Program. Additional volunteers were: 9) Patricia Parrish, Alternate BEPM; 10) Ashok Kapoor, APAP and 11) Rosa Benavidez, HRD.

D. Actions:

Dennis Umshler and Angela Maes will start working on Working Group #1 and give a Status report at the next meeting.

Mike Perez will schedule a meeting with Working Group #2 and give a status report at our next meeting.

A question was asked if we good have a distribution list for the committee so the names do not need to be created by each member. The distribution list is as follows:

(DL) SC-OEO SEP Diversity.

Next meeting will be Tuesday, November 30, Building 383, Room 116, 8:30am – 10:30am

PLEASE SEND A REPRESENTATIVE IF YOU ARE UNABLE TO ATTEND.

Meeting adjourned at 2:45PM.